

# G Monitoring and Evaluation

|                   |                   |
|-------------------|-------------------|
| Name of Reviewer: | Date of Review:   |
| Building:         | Department:       |
| Name of Contract: | Telephone Number: |

## 1 Amount of Waste Reduced

Use the following tables to quantify the annual amount of waste that is being reduced as a result of your company's waste reduction efforts. When recording the amount of waste prevented, use whatever time period (e.g., weeks or months) is easiest for you to measure. Multiply these figures by the appropriate annual multiplier to come up with an estimate of the amount of waste reduced per year. Then, in the last column of each table, convert this amount to either weight or volume. (if you are charged for waste removal based on weight, convert the amount of waste reduced to tons. If you are charged for waste removal by volume or per pull, convert this amount to cubic yards).

### A Waste Prevention

| Activity              | Type of Waste Prevented | Amount of Waste Prevented<br>(units/time period) | Annual Amount of Waste Prevented<br><div>X Annual Multiplier =</div> | Conversion to Tons or Cubic Yards* |
|-----------------------|-------------------------|--|--|------------------------------------|
|                       |                         |  |  |                                    |
| Double-sided copying  | White office paper      | 12 reams per week                                | 624 reams per year   | 21 cubic yards per year            |
| Donate wooden pallets | Pallets                 | 10 pallets per week                              | 520 pallets per year   | 10.4 tons per year                 |
|                       |                         |  |  |                                    |
|                       |                         |  |  |                                    |
|                       |                         |  |  |                                    |
|                       |                         |  |  |                                    |
|                       |                         |  |  |                                    |
|                       |                         |  |  |                                    |
|                       |                         |  |  |                                    |
| Total                 |                         |  |  |                                    |

• See Appendix D for conversion tables.

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## B. Recycling

| Material     | Amount of Waste Collected<br>(units/time period) | Annual Amount of Waste Collected | Conversion to Tons or Cubic Yards* |
|--------------|--|----------------------------------|------------------------------------|
|              |  | <b>X Annual Multiplier =</b>     |                                    |
| HDPE plastic | 40 pounds per week                               | 2,080 pounds per year            | 1.04 tons                          |
|              |  |                                  |                                    |
|              |  |                                  |                                    |
|              |  |                                  |                                    |
|              |  |                                  |                                    |
| <b>Total</b> |  |                                  |                                    |

## C. Composting

| Material              | Location of Composting | Estimated Amount of Waste Reduced | Annual Amount of Waste Reduced | Conversion to Tons or Cubic Yards |
|-----------------------|------------------------|-----------------------------------|--------------------------------|-----------------------------------|
|                       |                        |                                   | <b>X Annual Multiplier =</b>   |                                   |
| Cafeteria food scraps | On site                | 250 pounds per week               | 13,000 pounds per year         | 6.5 tons                          |
|                       |                        |                                   |                                |                                   |
|                       |                        |                                   |                                |                                   |
|                       |                        |                                   |                                |                                   |
|                       |                        |                                   |                                |                                   |
| <b>Total</b>          |                        |                                   |                                |                                   |

## D. Total Amount of Waste Reduced

Use the formula below to calculate the total annual amount of waste reduced (in tons or cubic yards).

|   |  |   |  |
|---|--|---|--|
| _____ +   | _____ +  | _____ =   | <div> <b>Total Annual Amount of Waste Reduced</b> </div> |
| <div> Total annual amount of waste prevented<br/>[from Step 1-A] </div> | <div> Total annual amount of waste recycled<br/>[from Step 1-B] </div> | <div> Total annual amount of waste composted<br/>[from Step 1-C] </div> |  |

• See Appendix D for conversion tables.